

BOOKSTORE CLERK SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0752	Bookstore Clerk I	04	075	6 mo.	04/29/88
0753	Bookstore Clerk II	04	075	6 mo.	04/29/88
3442	Bookstore Department Supervisor	04	075	6 mo.	04/29/88

¹*Promotional Line: 42, 244*

Series Narrative

Employees in this series perform duties involved in the operations of a bookstore (such as receiving, unpacking, checking, pricing, and/or selling bookstore merchandise).

DESCRIPTIONS OF LEVELS OF WORK

Level I: Bookstore Clerk I **0752**

Employees at this level perform duties involved in stocking and selling bookstore merchandise. They work under direct supervision from a designated supervisor.

A Bookstore Clerk I typically –

1. sells bookstore merchandise to customers
2. stocks retail area as needed
3. reports items for re-order
4. makes up kits for special courses
5. assists in taking inventory
6. assists in the training of part-time student clerks as required
7. performs other related duties as assigned

Level II: Bookstore Clerk II **0753**

Employees at this level perform duties involved in receiving, unpacking, checking, stocking, pricing, and selling bookstore merchandise. They work under direct supervision from a designated supervisor.

¹See promotional line list in the Index of Classes for classes included in each promotional line.

A Bookstore Clerk II typically –

1. sells bookstore merchandise to customers
2. stocks retail area as needed
3. reports items for re-order
4. receives and unpacks shipments of books and supplies
5. checks purchase orders against vendors' invoices for material received
6. posts prices on merchandise
7. makes up kits for special courses
8. assists in taking inventory
9. supervises employees of lower rank as assigned
10. performs other related duties as assigned

Level III: Bookstore Department Supervisor

3442

Employees at this level perform work requiring the exercise of independent judgment in the supervision of an administrative, receiving, or sales section of a bookstore. They work under general supervision from a designated supervisor.

A Bookstore Department Supervisor typically –

1. establishes operational procedures involved in receiving, unpacking, checking, pricing, and selling of bookstore merchandise
2. interviews, employs, and supervises employees involved in one or more of the above functions
3. is responsible for the receipt and control of all bookstore inventory
4. controls customer accounts, used book purchases, and refunds
5. maintains payroll records
6. prepares correspondence as necessary
7. acts for the bookstore manager and/or assistant bookstore manager in their absence
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Bookstore Clerk I**0752**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. completion of two years of high school or equivalent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. good physical condition
2. pleasing personality

Level II: Bookstore Clerk II**0753**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent. Sales or bookstore experience may be substituted, year-for-year, for high school education (or equivalent) up to a maximum of two years.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. good physical condition
2. pleasing personality

Level III: Bookstore Department Supervisor**3442**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. two years of experience in a college or university bookstore, library, or related retail activity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability
2. administrative ability
3. ability to deal effectively with students, staff, and public

Bookstore Clerk I.....	Edited
Bookstore Clerk II	Edited
Bookstore Department Supervisor	Edited